1. BET HR Comm. Meeting Agenda

   Documents:

   BET_HR_COMM_MEETING_AGENDA_07-16-19.PDF

2. SUB TO APP BET HR Comm. Meeting Minutes

   Documents:

   SUB_TO_APP_BET_HR_COMM_MEETING_MINUTES_07-16-19.PDF

3. APPROVED BET HR Comm. Meeting Minutes

   Documents:

   APPROVED_BET_HR_COMM_MEETING_MINUTES_07-16-19.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

HUMAN RESOURCES COMMITTEE MEETING
Tuesday, July 16, 2019

Cone Room, 2nd Floor
3:00 P.M.

AGENDA

1. Approval of BET HR Committee Meeting Minutes of June 18, 2019

2. HR Reports:
   • Vacancy Report
   • Unemployment Charges Report
   • Workers' Compensation Expense Report

3. Old Business:

4. New Business:
   • M&C salary update

5. Adjournment

Next Meeting – Tuesday, September 17, 2019 at 3:00 PM in the Cone Room
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
HUMAN RESOURCES COMMITTEE

REGULAR MEETING
MINUTES
Cone Room, Town Hall
July 16, 2019

Committee
Present: Anthony Turner, Chairman; William Drake, Karen Fassuliotis, Elizabeth K. Krumeich

Staff: Cecile Brown, Employee Professional Performance and Compensation Manager, Human Resource Department; Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resource Department

BET: Jill Oberlander, Chair; Michael Mason, Leslie Moriarty

BOE/GPS: Robert Stacy, Director, Human Resource Department, Greenwich Public Schools

The Chairman called the meeting to order at 3:07 P.M.

1. Approval of BET Human Resources Committee Meeting Minutes of June 18, 2019

Upon a motion by Ms. Krumeich, seconded by Mr. Drake, the Committee voted 4-0-0 to approve the Minutes of the Regular Meeting of the Human Resources Committee held on June 18, 2019. Motion carried.

2. Human Resources Reports

- Vacancy Report

The Chairman asked Director Pepe if any of the unfilled positions should be of concern to the Committee. Ms. Pepe responded that The Nathaniel Witherell (TNW) Director of Facilities Operations position was in the final phase of being filled. The Director of Labor Relations position had received resumes from 8-10 applicants and interviewees were being selected. The importance of the position was emphasized and the timing and process of filling the position was discussed. Mr. Ben Branyan, the Town Administrator who has experience in labor negotiations, and an attorney with Shipman & Goodwin with an expertise in Labor Law and experience negotiating the Town’s collective bargaining agreement with Local 1042 International Association of Firefighters (IAFF), AFL-CIO, would participate on the candidate interview panel. It is anticipated the candidate would be selected in early September. The Chairman asked that Director Pepe keep the Committee informed on the process and that representatives of the Committee be invited to participate in applicant interviews.

Greenwich Public Schools (GPS) Human Resources Director Stacy commented that recruiting to fill vacancies in GPS administration positions, kitchen staffing, psychologists and guidance counselors was ongoing. The new School
Superintendent, Dr. Toni Jones, started on July 1, 2019, and is focused on getting to know the GPS Staff and, in particular, her cabinet.

- **Unemployment Charges Report**

  This Report is updated quarterly and will be on the HR Committee Agenda in October 2019.

- **Workers’ Compensation Report**

  The Comptroller commented that as of the fiscal year-end, a surplus of $800,000 for the Workers’ Compensation claims remained. Since the FY2019-20 budget had already been reduced by $300,000, Mr. Mynarski did not recommend any further reduction. He credited employee heightened awareness and reduction of claims to: the Safety Committee, a senior-level policy board, that included heads of key departments; the Connecticut Interlocal Risk Management Agency (CIRMA) that manages claims; the Safety Analyst safety training, inspections and incident investigation; the formation of individual department safety committees; and the efforts by the Human Resources Department to standardize protective equipment used by Town employees.

3. **Old Business**

   None discussed

4. **New Business**

   - **M&C Salary Update**

     The Committee reviewed the final list of M&C salary increases. Director Pepe noted that some employees received the full 2% compensation increase, some received the 1.5% increase, and some received no increase. Performance Improvement Plans and coaching were being utilized by supervisors, resulting in greater accountability for employee performance. The Committee questioned what consequences were imposed on department heads when discrepancies between favorable performance reviews and employee performance issues arose. Director Pepe responded that it depends on whether the issue was the requisite skill set for a position or knowingly defying the rules. Under the new ADP payroll software, it will be easier to track overtime, excessive sick time, comp time and instances of out-of-class pay, which data would be used for performance reviews.

     Ms. Pepe proposed that it was timely to have a compensation study performed to review Town employee compensation.

5. **Adjournment**

   Upon a motion by Ms. Fassuliotis, seconded by Ms. Krumeich, the Committee voted 4-0-0 to adjourn the meeting at 3:50 P.M. Motion carried.

   The next Regular Meeting of the BET Human Resources Committee is scheduled for Tuesday, September 17, 2019, at 3:00 P.M. in the Cone Room.
Respectfully submitted,

_________________________________________
Catherine Sidor, Recording Secretary

_________________________________________
Anthony Turner, Chairman, HR Committee

SUBJECT TO APPROVAL
Committee Present: Anthony Turner, Chairman; William Drake, Karen Fassuliotis, Elizabeth K. Krumeich

Staff: Cecile Brown, Employee Professional Performance and Compensation Manager, Human Resource Department; Peter Mynarski, Comptroller; Mary Pepe, Director, Human Resource Department

BET: Jill Oberlander, Chair; Michael Mason, Leslie Moriarty

BOE/GPS: Robert Stacy, Director, Human Resource Department, Greenwich Public Schools

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Catherine Sidor, Recording Secretary

Anthony Turner, Chairman, HR Committee